

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 15-1**

3 FEBRUARY 2003

Weather

***AEROSPACE ENVIRONMENT OPERATIONS
(NAF/WING) (FA/ORI)***

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OPR: DOWO (Mr. Alan W. Gibbs)
Supersedes AFSPCCL 15-1, 1 Aug 02

Certified by: DOW (Lt Col Michael G. Bedard)
Pages: 4
Distribution: F

This checklist reflects Command requirements for Aerospace Environment Operations at all levels to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to incorporate new AFMAN 15-129, ***Aerospace Weather Operations-Processes and Procedures***, AFI 15-180, ***Air Force Weather Standardization and Evaluation Program***, and AFMAN 15-135, ***Combat Weather Team Operations***, guidance/references. An asterisk (*) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. **AFSPC checklists will not be supplemented.** Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit's Aerospace Environment Operations program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See Attachment 1.

WILLIAM L. SHELTON, Brig Gen, USAF
Director of Operations

ATTACHMENT 1

AEROSPACE ENVIRONMENT OPERATIONS (NAF/WING) (FA/ORI)

Table A1.1. Checklist.

SECTION 1: NUMBERED AIR FORCE			
MISSION STATEMENT: Advise NAF/CC on aerospace weather issues affecting the execution and readiness of worldwide AFSPC forces. Monitor the status of AFSPC aerospace weather operations and systems. Monitor the readiness of aerospace environment forces. Integrate, monitor, and execute operational, contingency, and exercise plans.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1. Has the NAF ensured that assigned aerospace environment forces are ready to perform their wartime mission? (AFPD 15-1, <i>Atmospheric and Space Environmental Support</i> , para 3.5)			
1.2. Has the NAF monitored, and operationally integrated, upgrades/new capabilities assigned to NAF into operational NAF force structure? (AFPD 15-1, para 3.5)			
SECTION 2: ALL UNITS BELOW NAF			
MISSION STATEMENT: Conduct aerospace environment operations and provide timely, reliable and tailored environmental information for all AFSPC operations.			
NOTE: All references are from AFMAN 15-129, <i>Aerospace Weather Operations-Processes and Procedures</i> , unless otherwise noted.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Has the wing/group commander organized, trained, and equipped aerospace environment forces to support their wartime and peacetime missions? (AFPD 15-1, para 3.5)			
2.1.2. Has the installation commander chaired meetings at least annually to review base severe weather preparedness, capabilities, requirements, and procedures? (AFI 10-229, <i>Responding to Severe Weather Events</i> , para 2.3.1)			
*2.1.3. Are personnel able to execute back-up equipment and/or communication(s) procedures in case of a major system outage? (Para 8.3.1.3)			
*2.1.4. Has unit leadership developed written procedures for relocating to and operating at an alternate site? (Paras 9.5-9.5.3)			
*2.1.5. Has the unit developed a Severe Weather Action Plan (SWAP) to ensure sufficient personnel are available during potential/actual severe weather events or during critical meteorological/operational events? (AFMAN 15-135, paras 3.2.9 and 3.2.9.2-3.2.9.2.2.1)			

CRITICAL ITEMS Cont:	YES	NO	N/A
*2.1.6. Has the unit developed procedures to save applicable terrestrial and space weather data when notified of any weather-related aircraft or ground mishaps requiring OPREP-3 reporting (or local reporting requirements)? (Paras 4.6-4.6.4)			
SECTION 3: READINESS			
NOTE: All references are from AFMAN 15-135, <i>Combat Weather Team Operations</i> , unless otherwise noted.			
3.1. CRITICAL ITEMS:	YES	NO	N/A
*3.1.1. Does unit leadership review higher headquarters directives and guidance on tactical operations, training, and reporting, and incorporate these requirements in the unit's tactical operations program? (AFMAN 15-129, para 6.1.1)			
*3.1.2. Do CWT day-to-day, in-garrison operations resemble tactical operations as much as feasible to prepare personnel for deployments? (Paras 9.2, 10.2.1, 10.8.5 and AFMAN 15-129, para 6.1)			
*3.1.3. Does CWT leadership consider the items listed in AFMAN 15-135, para 9.2.2.1 thru 9.2.2.8, when developing and conducting MT? (Para 9.2.2)			
*3.1.4. Does MT include task certification on all aspects of mobility operations and on the tasked tactical weather equipment, and address forecast techniques/products, weapons systems, weather sensitivities, and AEF support for contingency locations? (Paras 3.2.3.3 and 9.2.1.1 and AFMAN 15-129, para 10.5.2)			
*3.1.5. Has the unit established a training program to ensure all personnel meet all training requirements listed in AFI 10-403, <i>Deployment Planning</i> , and weather unique requirements? (Para 9.2.2.8)			
*3.1.6. Are all personnel assigned to a deployment position provided an introductory briefing by the unit commander that addresses individual responsibilities in becoming a fully deployable asset of the CWT? (AFI 10-403, atch 4, pg 108)			
*3.1.7. Has the unit established an internal plan to ensure unit personnel/equipment are properly prepared to move to a deployed location? (Para 10.3)			
*3.1.8. Have all personnel assigned to a deployment position completed initial and recurring Familiarization Training? (Para 3.2.3.3)			

CRITICAL ITEMS Cont:	YES	NO	N/A
*3.1.9. Is initial Mobility Training (MT) conducted as part of the Qualification Training (QT) process? Has recurring MT integrated into CT? (Para 9.2.1)			
*3.1.10. Has the unit established Personnel Readiness Folders (PRFs) IAW AFI 10-403, <i>Deployment Planning</i> , for CWT members assigned to an AEF or deployment position if another base agency has not already established one? (Para 10.4.)			
*3.1.11. Do CWTs and those units acting as CWTs provide CDM support to customers as required? Attachment 3 of AFMAN 15-135 contains procedures for developing CDMs. (AFMAN 15-129, para 4.11)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
*3.2.1. If tasked with a deployment requirement, does the CWT establish and maintain Deployment Binders? (Para 10.7.2)			
*3.2.2. Are examples and instructions for each type of Contingency/Exercise-Generated report included in a Deployment Binder? (Para 10.10.4)			
*3.2.3. Does the CWT submit AARs whenever the unit or its personnel participate in a CJCS exercise, other joint exercise, AF-designated exercises, MAJCOM-designated exercises, and real-world operations/contingencies? (Paras 10.2.3, 10.10.4, 10.10.4.1 and 10.10.4.6)			
*3.2.4. Do unit weather personnel in the grades of E-6 and below hand carry their training records for individual certification at the deployed location? (Para 10.7.3.26.)			